

# Your Guide To Job Corps

## To Be Eligible For Job Corps You Must:

- Be 16-24 years old
- Meet income requirements
- Have no major or ongoing court issues (Fines, fees, community work service, upcoming court appearances, restitution, etc. must all be paid/complete before we can accept an application.)
- Be in the state of Alaska
- Be a U.S. citizen or legal resident
- Be ready, willing, and able to participate fully in professional and educational environments
- Find a job after leaving Job Corps

After you apply for Job Corps, you will be assigned an Admissions Counselor. As part of the application process, your Admissions Counselor will review your health, school, court and other records to determine whether Job Corps can provide you with the best possible training and assistance available. For more information about eligibility requirements check with your Admissions Counselor or contact the Admissions office.

## Benefits

If you are accepted into the program, you will be provided with everything that you need to make the most of your training. On campus, there are classrooms, offices, dormitories, a cafeteria, and recreational facilities.

As a residential student living in the male or female dorm, you will live in a room with three other people. While you are in the program, you will be provided with basic medical and dental care, should the need arise. During your first week on campus you will receive a complete physical examination.

If you live near the campus, you may wish to enter as a non-residential student. In the non-residential program, you attend training during the day and return home at night. Transportation is provided for students. Ask your Job Corps Admissions Counselor for more information about this option.

When you begin the program, transportation to the campus will be provided. When you graduate, transportation back to your home will be provided, as well. You are also eligible for a

government paid, round-trip ticket home twice a year at designated breaks. If you need to visit home for an emergency, it will be at your own expense.

Periodically, you will receive a small clothing allowance to purchase items that are needed to prepare you for finding and keeping a job.

While enrolled, you will receive a small living allowance that is paid every other week. Students use this money to purchase personal items or for entertainment. The longer you are enrolled, the larger your allowance will be.

## Career Development

The first weeks that you are on campus you will go through the Introduction to Center Life program. You will have the opportunity to get to know the faculty, other students and the surroundings. You will be tested by our instructors, but you won't be graded. The test results simply allow us to determine your educational needs and how we can help you.

Next, you'll have a chance to experience the different types of vocational training available at the campus. Even if you have already chosen your vocation, you can check out the others just to be sure. (However, certain trades may have a separate waiting list and may not be available.) You will be assigned to a staff member who specializes in career development from the time you arrive on center and that person will work with you up to eighteen months after you graduate from the program.

Job Corps offers many occupational training opportunities. You can choose careers in fields such as business technologies, carpentry, computer repair, culinary arts, and health occupations, just to name a few.

While at Alaska Job Corps, all students who do not have a GED or Diploma already will obtain a GED. Some students, depending on the aptitude and the number and type of credits already held, may be eligible to earn high school credits and work toward a diploma.

Alaska Job Corps offers an Advanced Career Training (ACT) Program. After you complete the first level of an on-campus trade, you may be eligible for this program. The training is offered through the Mat-Su College and students

compete for any available openings. If you are eligible for Pell Grants, you may qualify for up to two additional semesters.

We also offer Off Center Training (OCT). It is a co-enrollment program for students interested in training programs offered in the local area and not at Job Corps. Students typically study to become Certified Medical Assistants (CMA) or Phlebotomists at Career Academy, but other options may be available. This program is only open to students who complete one level of vocational training, are 18 years or older, have a High School Diploma or GED and can obtain full funding for tuition, books and fees from an outside agency. If you are interested in this training, please ask your Career Development Specialist about it after you start Job Corps.

Another element of Job Corps' unique educational program is Social Skills Training. Students meet in their dorms each week to discuss the Social Skills topic of the week. These classes are intended to help you manage difficult situations that you may encounter on the job and in life. This curriculum develops your social, personal and life skills.

### **Personal Conduct**

As with any good program, Job Corps has rules and regulations. These standards are designed to help you acquire the education and training you will need to get and keep a good job. You will receive a personal schedule, which will be your responsibility to follow.

Job Corps is committed to providing a safe environment for all of our students. For this reason, we have implemented a policy of Zero Tolerance for drugs, alcohol, harassment and violence. Above all, we are concerned with your safety and well-being. We want to ensure an environment that is supportive of students who are motivated to learn and succeed.

When you first arrive at the Job Corps campus you will be given a student handbook that explains the campus rules in detail. If you have any questions, talk with your Residential Advisor (RA) or a staff member who specializes in career development.

At Job Corps you are expected to dress in attire that is academically and vocationally appropriate. These rules are to ensure your casual clothing is suitable for a training

environment. Also, while enrolled in Job Corps, piercings other than ear piercings will not be permitted as a matter of employability. If you have any piercings, you will be required to remove them upon arriving at the center. Students are also prohibited from getting new tattoos while enrolled.

### **Campus Life**

A typical training day on campus begins early. Students get up on time and leave their dorm rooms neat and clean when they go to class. All students are required to leave the dormitories no later than 7:50 a.m. After breakfast, you will attend academic or career training classes or follow a schedule that combines both.

After class and on weekends, you will have the opportunity to participate in a variety of activities. On weekends you have greater flexibility with how you use your free time, but at night there is always a specified time for lights out.

During evenings and on weekends, you may wish to participate in various cultural, recreational, educational, and athletic activities. You may choose to participate in student government, play intramural sports, watch movies, watch TV, or take advantage of various other opportunities available at the campus. At the Alaska Job Corps Center you will have the opportunity to climb the rock wall, play pool or foosball, work out in the weight room and participate in an arts and crafts project. Most students are required to participate in wellness classes (physical education), which varies from two to five hours per week.

### **Students with Children**

The Alaska Job Corps Center welcomes students with children. Single and married parents may attend with up to two children. Each family is provided their own room in the Family Dorm. While the parents are in training, their children (ages six weeks to five years) are taught on-site at the Child and Family Development Center (CFDC). The Child and Family Development Center is operated by Chugiak Children's Services and is one of only fourteen centers in Alaska that are accredited by the National Association for the Education of Young Children (NAEYC). In addition to the standard eligibility requirements and application process, applicants with children must complete

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a separate application on their child's behalf for the CFDC. For this application, parents must be eligible for ATAP and Child Care Assistance. Tuition for the CFDC is paid for with the money that students receive from Child Care Assistance and half of the money that they receive from ATAP. The remaining money from ATAP can be used for diapers, formula, etc. Additional training opportunities, like parenting classes, are offered to parents. There are specific discipline policies that parents must abide by while residing at the Alaska Job Corps Center.

## Weekend/Evening Passes

Weekends and most evenings are designated as leisure/free time. Students are able to take passes to leave the Job Corps campus based on their performance. Passes are granted following successful completion of Job Corps Introduction to Center Life and eligibility requirements as defined by the center. Students younger than 18 years of age need written parental permission for pass approvals. The campus provides limited transportation for students on weekend passes.

## Basic Living Allowance

You will receive pay every two weeks to cover things you want and need while in the program.

This money can be use for shampoo, soap, snacks, etc. Here's how it works:

Arrival Pay: \$25.00

<u>Number of Paid days</u>	<u>Pay</u>
First Pay	\$21.18
2-56	\$23.09
57-112	\$27.21
113-182	\$36.94
183+	\$46.18

\* Taxes are taken out for both first pay and arrival pay

## Clothing Allowance

You will receive your clothing allowance periodically while enrolled in the program.

<u>After enrollment date</u>	<u>Allowance</u>
30-90 days	\$100 (cumulative)
90-270 days	\$100 (additional)
270-365 days	\$117 (additional)
<b>First Year Total:</b>	<b>\$317</b>
14-18 months	\$103 (additional)
<b>Second Year Total:</b>	<b>\$103</b>

## Graduation

When you have graduated from the program, Career Transition Staff will help you to find employment that is right for you. Using your transition pay, you will be able to make the necessary purchases to ensure a smooth transition into the work world.

Job Corps benefits those who desire a career and are willing to take advantage of the opportunity to master skills necessary for employment and life success.

## Transitional Pay

After leaving Job Corps, you may be eligible for transitional pay, unless you leave because of a zero tolerance violation.

If you get your GED or HS diploma while you are enrolled in Job Corps you will be eligible for \$250. If you graduate with a vocational completion only (did not get your GED or HS diploma) you will be eligible for \$750. If you graduate with a combination of completing both your vocation and GED/HS diploma you will be eligible for \$1200. If you come to Job Corps with a GED or HS diploma, you are still eligible for this category.

## Survey Completion Bonus

There is a payment you may be eligible for if you are a graduate from the Alaska Job Corps Center. It is called the Survey Completion Bonus. You will need to complete and return 3 surveys that will be mailed to you. You need to make sure the records office has your current address.

## For More Information

Alaska Job Corps  
Outreach, Admissions and  
Career Transition Services  
4300 B Street, Suite 100  
Anchorage, AK 99508

(907) 562-6200 or (800) 478-0531

admissions@alaskajobcorps.com

<http://alaska.jobcorps.gov>

# ALASKA JOB CORPS CENTER

The Alaska Job Corps Center is a 250-person youth training center. This includes full residential male and female accommodations, a male and female non-residential program and limited on-site family accommodations with child care facilities available.

## Services

### Training

Vocational  
Social/Employability  
Driver's Education  
Advanced Career Training (college)  
Off Center Training (college)  
Wellness  
Educational (GED or HS credits)

### Benefits

Allowance  
Transportation  
Basic medical and dental  
Allotments for dependant children  
Residential facilities, including meals  
Clothing allowance  
Recreation programs

### Professional Development

Leadership training  
Consumer math  
Leisure time skills development  
Personal/vocational counseling  
Personal Career Development Plan  
Life skills training

### Career Readiness

Healthy and sober living  
Career transition services  
Work place learning  
Transition Pay  
Resume writing & interviewing tips  
Parenting classes

## Facilities

Administration Building  
Child and Family Development Center  
Dining Hall  
Dormitories (Male, Female & Family)

Health Services  
Multi-purpose sports field  
Recreation Center/Gym  
Vocational/Educational buildings

## Vocational Opportunities

Business Technologies I & II  
Carpentry  
Child Development  
Computer Repair/Technician  
Culinary Arts

Electrical (HBI)  
Facilities Maintenance (HBI)  
Health Occupations \*  
Heavy Equipment Operator \*\*  
Water/Wastewater Treatment

\* Minimum age – 17 years old

\*\* Minimum age – 18 years old